

**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
APPLICATION FOR EDUCATIONAL LEAVE/TUITION REIMBURSEMENT**

\_\_\_\_\_  
**NAME (last, first, middle initial)**

\_\_\_\_\_  
**SOCIAL SECURITY NO.**

\_\_\_\_\_  
**JOB TITLE**

\_\_\_\_\_  
**DISTRICT/SECTION      GANG**

**DATE EMPLOYED:** \_\_\_\_\_

**NATURE OF REQUEST: (Please check all that apply)**

\_\_\_\_\_ **Educational Leave**      \_\_\_\_\_ **Tuition Reimbursement**

\_\_\_\_\_ **Leave with Pay**      \_\_\_\_\_ **Leave without Pay**

**EDUCATIONAL FACILITY ATTENDING:** \_\_\_\_\_

**COURSE TITLE:** \_\_\_\_\_

(Please attach a copy of the course description with this request)

**COST OF TUITION:** \_\_\_\_\_ **Receipt for Tuition Attached?** Yes \_\_\_\_\_ No \_\_\_\_\_

**INCLUSIVE DATES (Semester):** \_\_\_\_\_

**DAYS/TIMES OF CLASS:** \_\_\_\_\_

**EXPLAIN JOB RELATEDNESS:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date Signed

**RECOMMENDATIONS / APPROVALS**

**Educational Leave Approval**

Yes / No

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

Yes / No

\_\_\_\_\_  
Assistant Secretary/Chief Engineer

\_\_\_\_\_  
Date

**Tuition Reimbursement Approval (Approval indicates funds are available)**

Yes / No

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

Yes / No

\_\_\_\_\_  
Assistant Secretary/Chief Engineer

\_\_\_\_\_  
Date

***(PLEASE ROUTE TO HEADQUARTERS HUMAN RESOURCES BEFORE OBTAINING THE UNDERSECRETARY'S APPROVAL)***

**Educational Leave Approval**

Yes / No

**Tuition Reimbursement Approval**

Yes / No

\_\_\_\_\_  
**Undersecretary**

\_\_\_\_\_  
**Date**